Request for Proposals  
Fort Tonoloway Archaeological Services

Preservation Maryland, a nonprofit organization headquartered in Baltimore, Maryland, is soliciting competitive proposals for archaeological services from qualified consultants to conduct an archaeological investigation within Fort Tonoloway State Park to locate the site of Fort Tonoloway and document any cultural deposits and features associated with the colonial fortification.

To be considered as eligible, respondents must propose a plan in compliance with the Maryland Historical Trust’s [Standards & Guidelines for Archeological Investigations in Maryland](https://mht.maryland.gov/documents/PDF/archeology/Archeology_standards_investigations.pdf) and document how they meet the professional qualifications for Archaeologist as defined by the Secretary of the Interior.

Preservation Maryland requests that interested parties respond to the solicitation by **11:59 P.M. ET** on **June 25, 2022.**

1. **CLIENT**

Preservation Maryland is the largest and most effective statewide historic preservation nonprofit organization in Maryland. Established in 1931, our mission is to restore, revitalize and reinvest in Maryland’s unique and irreplaceable history through advocacy, outreach, funding, property redevelopment and workforce development.

1. **PROJECT OVERVIEW**
   1. Background

Fort Tonoloway or Stoddert’s Fort (as it was interchangeably known) was built in 1755 by Lieutenant Thomas Stoddert and men of the Maryland militia. The fort’s erection was a direct result of British General Edward Braddock’s campaign and his defeat in July of 1755 during the French and Indian War. Fort Tonoloway played a critical, and often central role, in the bloody, confusing, and poorly documented armed conflict on Maryland’s western frontier. Fort Tonoloway was subsequently abandoned when the larger and more substantial Fort Frederick was erected.

In 2018, Preservation Maryland received a generous grant from the National Park Service’s American Battlefield Protection Program (ABPP) to research the history of this lost episode in Maryland military history and to develop a predictive model for locating the site of the fort. With that [report completed in 2020](https://www.preservationmaryland.org/wp-content/uploads/2020/09/preservation-maryland-finding-fort-tonoloway-report-8-1-2020-public-version.pdf) we believe there is a high likelihood that the fort’s remains are on state land. With the support of the state of Maryland’s Department of Natural Resources (DNR) Preservation Maryland has received the necessary funding to complete an archaeological investigation to find the Fort. *A full unredacted version of the report is available upon request.*

The primary goal of this grant request is to conduct archaeological survey within Fort Tonoloway State Park to determine if the fort was constructed on the site and to document cultural deposits and features associated with the construction, occupation, and abandonment of the 1755 – 1756 government-funded Maryland frontier fortification. Other cultural resources unrelated to Fort Tonoloway found during the excavation will also be fully documented, cataloged, documented in the final report, and prepared for permanent curation at the Maryland Archaeological Conservation (MAC) Lab in St. Leonard, MD.

* 1. Description

Proposals are requested for archaeological services to investigate the potential site of Fort Tonoloway. The study area for the proposed Phase I archaeological investigation is an approximately 13-acre polygon that generally follows the northwest-southeast orientation of the Tonoloway ridge.

Proposals must outline how the respondent will:

* Utilize the recently published [Finding Fort Tonoloway](https://www.preservationmaryland.org/wp-content/uploads/2020/09/preservation-maryland-finding-fort-tonoloway-report-8-1-2020-public-version.pdf) research design to develop a research plan in compliance with the *Standards & Guidelines for Archeological Investigations in Maryland* for a Phase I examination of the site. Said Plan will be reviewed by the Maryland Historical Trust for any necessary edits or alterations.
* Apply for and obtain a terrestrial archaeological permit from the Maryland Historical Trust prior to start of excavation.
* Conduct a Phase I archaeological investigation to survey and sample the 13-acre predicted site of the Fort.
* Partner with Preservation Maryland and the Maryland Park Service on a public archaeological field day during the excavation and a livestreamed 30-minute webinar on the final report’s findings.
* Catalog and prepare objects recovered for the state collection at the [MAC lab](https://jefpat.maryland.gov/Pages/mac-lab/mac-lab.aspx), in compliance with *Technical Update No. 1 of the Standards and Guidelines for Archaeological Investigations in Maryland: Collections and Conservation Standards.*
* Compile a final report on the archaeological excavation that includes details of the investigation, findings, visual aids, recommendations for any further research, and other additional information that will aid Preservation Maryland, the Maryland Park Service and Maryland Historical Trust in use plans for the site.

Consultant services are expected upon execution of an agreement between Preservation Maryland and the successful respondent until the conclusion of the project. Work performed and recommended shall adhere to the Secretary of the Interior’s Standards, the [*Standards and Guidelines for Archeological Investigations in Maryland*](https://mht.maryland.gov/documents/PDF/archeology/Archeology_standards_investigations.pdf), and all applicable laws and regulations of local, state and federal law.

1. **SERVICES AND SCOPE OF WORK**

The precise scope of work is subject to feedback from the selected consultant and budget limitations. However, anticipated work items to be undertaken by the Consultant may include, but are not necessarily limited to, the following:

* Project research plan in compliance with state regulations,
* Securing state terrestrial archaeological permit,
* Phase I archaeological investigation,
* Participation with Preservation Maryland in discreet public outreach,
* Cataloging and preparation of objects for long-term storage,
* Coordination with MAC Lab staff to ensure artifacts are prepped for conservation treatments and long-term curation
* Compilation of final report.

1. **INSTRUCTIONS TO RESPONDENTS**
   1. Where to Deliver Proposal

All proposals should be submitted as a single PDF attached to an email delivered to [submit@presmd.org](mailto:submit@presmd.org) with **RFP Tonoloway** in the subject line.

* 1. Proposal Due Date

Proposals are due by **11:59 P.M. ET** on **June 25, 2022.**

* 1. Preparation and Organization of Proposal Documents

Respondents must submit the following fully executed documents:

* Proposal
* Detailed Project budget
* Qualifications (General and Similar Projects)

Respondents shall submit one (1) digital copy of the proposal package as an attachment to an email and are encouraged to include as much pertinent data and information under each section as necessary to ensure proper evaluation. Competitiveness of the budget will be considered as part of the proposal review process.

* 1. Minimum Qualifications

Respondents must meet the professional qualifications for Archaeologist as defined by the Secretary of the Interior and demonstrate experience or ability in meeting the [*Standards & Guidelines for Archeological Investigations in Maryland*](https://mht.maryland.gov/documents/PDF/archeology/Archeology_standards_investigations.pdf).

* 1. Inquiries

Requests for a written interpretation or correction must be received at least fourteen (14) days prior to the proposal due date to be considered. Requests may be submitted by e-mail to [submit@presmd.org](mailto:submit@presmd.org). Interpretations, corrections, and supplemental instructions will be communicated by written addenda to this solicitation to all prospective Respondents no later than seven (7) days prior to the proposal due date.

Submission of a proposal constitutes acknowledgment of receipt of all addenda. Proposals will be construed as though all addenda had been received. Failure of the Respondent to receive any addenda does not relieve Respondents from all obligations under the proposal, as submitted.

* 1. Rejection of Proposal

Proposals must be delivered to the specified location and received by the proposal due date to be eligible for evaluation. Proposals will be considered irregular and may be rejected if they show material omissions, additions not called for, conditions, limitations, unauthorized alternate proposals, or other material irregularities. Preservation Maryland may consider incomplete any proposal not prepared and submitted in accordance with the provisions specified herein and reserves the right to waive any minor deviations or irregularities in an otherwise valid proposal.

1. **EVALUATION AND AWARD PROCEDURES**
   1. Evaluation Procedure

Each response will be evaluated in accordance with the indicated criteria:

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| 1 | **Background and Qualifications**   1. Knowledge of scope 2. Past performance based on work samples and/or published materials 3. Ability to meet needs and perform work 4. Equipment and availability |
| 2 | **Personnel**   1. Qualifications and resumes 2. Names and functions of personnel assigned 3. Special expertise of personnel |
| 3 | **Project Management**   1. Allocation of staff, as applicable 2. Commitment to project completion within time and budget constraints 3. Methodology |
| 4 | **Technical Merit**   1. Completeness and clarity of proposal 2. Adequately addresses project objectives |

* 1. Award

Acceptance of the successful Respondent’s proposal does not create a contractual relationship between Preservation Maryland and the successful Respondent.

Preservation Maryland reserves the right to award the agreement to the next available Respondent in the event the successful Respondent fails to enter into the agreement, or the agreement with said Respondent is terminated within 90 days of the effective date.

1. **EXECUTION OF AGREEMENT**

Upon acceptance of the proposal, the successful Respondent must provide and sign the project agreement and submit:

* A completed Form W 9
* Satisfactory evidence of all required insurance coverage, including but not limited to General Liability Insurance with minimum limits of no less than $1,000,000.00 per claim, as required by certain funders and Preservation Maryland
* All other information and documentation required by the agreement

Preservation Maryland reserves the right to cancel award of the agreement without liability at any time before the agreement has been fully executed by all parties. Failure upon the part of the successful Respondent to execute the agreement or timely submit the required evidence of insurance coverage, or any other matter required by the agreement, will be just cause, if Preservation Maryland so elects, for award of the agreement to be rescinded.